



Procedure to be followed in the event of a child being lost.

The Close Day Nursery School has extensive security systems in place, including numerous locked gates and video access points on the main gates, however in the event that a staff member suspects that a child has been lost then the following should take place.

- A full register of the children in that class to be taken to confirm which child is lost. This to be matched to that register taken at the start of the session.
- The child would only be “lost” if they had managed to go through one of the exit doors from the Nursery premises that would normally be kept securely closed at all times. See last paragraph concerning “Losing a child on a short walk” as The Close Day Nursery School **does not** go on other major outings as a matter of policy. (Please refer to Outings Policy).
- Each of the other classes will also take a register to confirm their numbers. If the missing child has still not been located then all children should be kept in their own designated areas whilst a full search of the entire premises is undergone. This to include:
 - Each classroom
 - Kitchen, toilet area, garden including hidden areas at rear of garden, toy shed.
 - Staff members to also check the immediate areas on Prospect Road and Old Parr Close that are adjacent to the Nursery.

If the child has still not been located then the child’s parents/carers should be notified along with the Police, whose advice should then be followed.

Losing a child on a short walk. To be read in conjunction with OUTINGS POLICY

At all times there will be sufficient members of staff for an outing together with a full register of the children who have left the nursery premises to go on the outing.

In the extremely unlikely event that a child becomes separated from a staff member on a short walk and is deemed to be lost, then the Police should be called at once. (A staff member with a phone accompanies children). Followed by a phone call to the nursery, so that child’s parents can be informed.

The rest of the party should then return to the Nursery at once whilst staff members remains in the locality of the loss, until the police arrive, It is normal practice that when going on short walks that all children hold the hand of a staff member or are linked in threes with staff members to the front and rear of the party. If these simple rules are followed then the risk of losing a child are minimised. As a matter of policy children on an outing outside the Nursery are not allowed to wander off or become unaccompanied. All children will be wearing the nursery high visibility jackets.